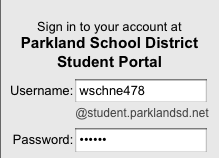
**Using Google Docs with Student Email**

Logging into PSD Student Email

1. GO TO: [**mail.student.parklandsd.net**](mail.student.parklandsd.net)
2. ENTER USERNAME AND PASSWORD
   1. USERNAME:
      1. **1st initial, 1st 5 characters of last name, last 3 digits of Student ID**
      2. **Example:** William Schneckler ID #102478: wschne478



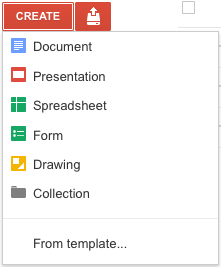
* 1. PASSWORD:
     1. **Your student ID#, UNLESS YOU’VE CHANGED IT**
     2. **Example**: 102478

Using Google Docs

1. SELECT: **Documents** from the top menu.

HD:Users:reem:Desktop:Picture 2.png

2. CREATE: Documents, Presentations, Spreadsheets, Forms, Drawings, or Collections



**Documents**- Basic Word Processing

**Presentations**- PowerPoint-Style Slide Shows

**Spreadsheet**- Functions like Microsoft Excel

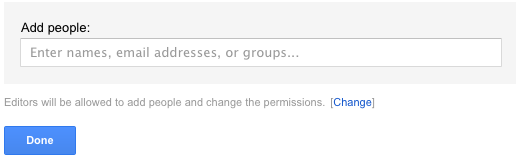
**Forms**- Survey, Poll, and Quiz Creation

**Drawings**- Basic Illustrating

**Collections**- Folders Containing Google Documents

Sharing Google Documents

1. HD:Users:reem:Desktop:Picture 4.pngGO: to top right corner and click the **“Share”** button
2. TYPE: **email addresses** with which you want to share the document into box



1. CLICK: on the “**Done**” button
2. This should allow any shared addresses to view and/or edit the file from any computer with internet access